

# KOBUSSEN BUSES LTD.

& De Forest Area School District

## SPECIAL TRANSPORTATION REQUEST FORM

SPECIAL REQUEST FORMS ARE DUE TO KOBUSSEN ANNUALLY BY JULY 22 PRIOR TO NEW SCHOOL YEAR. Requests for transportation changes will be accommodated on a first-come, first-serve basis. Transportation changes require the completion of this form and a minimum of 48 hours notice. One alternate location may be requested. If seeking transportation to a non-residential child care provider, transportation is dependent upon the provider participating in the transportation cooperative. Please refer to the DASD Transportation and Student Conduct Guide for further information. For all families requesting transportation to an alternate address, it is essential to complete this form and return it by mail or e-mail to:

**KOBUSSEN BUSES LTD. 4951 Cake Parkway  
DeForest, WI 53532 (608) 729-0167 (office)  
mary.baumann@kobussen.com**

*(please print)*

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone:(\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

\*Emergency Contact (Name): \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

I request that my child(ren) be  **picked up at:** and/or  **dropped off at:**

*(Please check all option(s) that will apply for your children)*

**Home**                       **Other (to be completed below)**                       **Busing not needed**

### Pick-up Location

### Drop-off Location

Type: (Childcare, Dual Household, etc) \_\_\_\_\_ Type: (Childcare, Dual Household, etc) \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signaure: \_\_\_\_\_

Date: \_\_\_\_\_

\*Required Information – this contact **MUST** be available during hours that student is attending school.

Any changes concerning pick-up or drop-off locations, emergency contact information, or phone number changes need to be reported to school officials and Kobussen Buses immediately.